

SOFTWARE INSTRUCTIONS

Adult Foster Care Cost Report For FY 2007 Filing

Minimum System Requirements

Computer/Processor: An IBM-compatible computer with a 486 66MHz processor (or higher)

Memory: 16 MB RAM

Hard Disk: 1 MB Available for a typical installation, and 1.4 MB for the maximum installation.

Drive: 3 1/2" floppy diskette drive

Display: VGA or higher-resolution monitor; Super VGA recommended

Operating System: Microsoft Windows 95 or later operating system or Microsoft Windows NT operating system version 4.0 with Service Pack 3 or later

Peripherals: Microsoft Mouse or compatible pointing device

Software: Microsoft Excel 97 Service Release 2 or higher

Files Needed.

You need to download multiple files:

1 Microsoft Word file containing an electronic copy of this document.

[AFCSOFTWAREINSTRUCTIONS2007.DOC](#)

1 Microsoft Word file containing an electronic copy of the preparation instructions.

[AFCCOSTREPORTDIRECTIONS2007.DOC](#)

A Microsoft Excel file containing the cost report workbook.

Adult Foster Care Cost Report:

[AFCCOSTREPORT2007.XLS](#)

If you are running Windows 95, Windows 98, Windows 2000, Windows NT, or Windows XP.
Create a folder called CostReport and copy the required files there.

Open the file from Excel.

Open the appropriate workbook file and **IMMEDIATELY SAVE** the file as an *.XLS file named AFCCRNN.XLS where NN represents the last two digits of the fiscal year of the filing.

Example: You are filing a report with a fiscal year end of 06/30/**2007**, The file name should be AFCCR07.XLS.

Save the AFCCR07.XLS file to the CostReport folder you just created. Use only the AFCCR07.XLS. file and you will always have a clean workbook file as a starting point.

Save Your Work

When you are done entering data for a session, save the *.XLS file.

DIVISION OF HEALTH CARE FINANCE AND POLICY

YOU must save your work! Save your work frequently to avoid re-work.

Getting Help

Questions regarding the cost report should be directed to Carla.Villacorta@state.ma.us or by calling 617-988-3205 and ask for assistance regarding the Adult Foster Care Cost Report.

Submitting your Report

When you are ready to submit your report to the Division, Email the AFCCRNN.XLS file to us as an email attachment.

Be sure your email contains your organization's name, the filing FYE, and the filename AFCCRNN.XLS.

Email your filing as an Email attachment to hcf.data@state.ma.us

**THE DIVISION OF HEALTH CARE FINANCE AND POLICY
2 BOYLSTON STREET
BOSTON, MA 02116-4705**

ATTENTION: Intake Coordinator